



Distance Education Supplement 2.10 Students in extraordinary circumstances

(Please print clearly)

Department of Education office _____ Contact Person _____

Phone _____ Fax _____ Email _____

Student name _____ Year _____

Current / most recent school _____ Length of enrolment _____

Office Referral

This category is designed to meet unforeseen and extraordinary circumstance not identified elsewhere in the *Distance Education Enrolment Procedures* document and must be endorsed by the Director Educational Leadership or the Director, Delivery Support or the Director Educational Support and Rural Initiatives.

Enrolment in this category will be supported by the Rural and Distance Education Specialist Program Coordinator who will liaise with the local director, local learning and wellbeing teams in delivery support and other relevant agencies to determine if an enrolment in this category should proceed.

An enrolment will only proceed where:

- the student's educational and / or welfare needs cannot be met by a regular school with access to school, local and state resources
- the distance education school is the most appropriate option
- suitable supervision of the student's learning during school hours can be established.
- a risk assessment/management plan has been developed that takes into account the specific circumstances of the isolated learning and verifies the safety and suitability of the home or other location in which the learning takes place.

A statutory declaration may be required to attest to the facts of the extraordinary circumstances and/or the willingness to comply with the conditions of supervision and enrolment in this category.

Enrolments in this category will indicate the length of time the student can remain in distance education, a review date and the specific conditions required for enrolment.

Enrolment at the distance education school proceeds after the distance education school receives the director's signed letter outlining the conditions of enrolment.

During the enrolment, the Rural and Distance Education Specialist Program Coordinator will provide ongoing advice, guidance and support to Executive Directors, directors, local learning and wellbeing teams in delivery support and the distance education school.

Enrolments will be reviewed after 12 months or as indicated in the supplied letter of offer.

Documentation required

- Signed Director's letter
- Risk assessment / management plan
- Statutory Declaration (if appropriate)
- Supporting documentation.

